



Council Chambers Booking Request Form

Please email this form to carmen.disiewich@anmore.com or drop off at the Village Hall located at 2697 Sunnyside Road.

Organization/Contact Information

Organization name: _____

Contact person(s): _____

Organization/Contact address: _____

Contact phone: _____ Email: _____

Booking Request Information

Date requested: _____ Approx. number of attendees: _____

Start time: _____ End time: _____

Approx. number of attendees: _____

Note: Maximum capacity is 100 persons. Theatre set-up (chairs only) suitable up to 90 persons. Meeting (tables & chairs) suitable up to 30 persons.

Reason for use: _____

Rental cost: (billed at \$20 per hour) _____

Facility use requirements:

- The room must be returned to its original state, this includes room cleanliness and set-up.
- Remove all waste (recycling, organics & garbage) immediately following your event/meeting.
- Door key must be returned **first business day after event** during Village Hall hours.
- Pets are not permitted.
- All supplies, including garbage bags, cleaning supplies, utensils, china must be provided by the user.
- \$2M Liability insurance listing the Village of Anmore as an additional insured – a copy must be provided a minimum of two (2) weeks prior to the event. Insurance must include a full description of the event including event type, location, dates, duration and contact person.
- Consumption of alcoholic beverages is permitted only if the organizer has obtained a Liquor License – a copy of the license and server's 'Serving it Right' certification must be provided a minimum of two (2) week prior to the event.
- Damage deposit \$100-500 (amount dependent on type of event).

Signature of Applicant

Date

For Office Use Only	
<input type="checkbox"/> Deposit received – cheque # _____ \$ _____ (debit and cash are accepted)	
<input type="checkbox"/> Booking fee received - receipt # _____ \$ _____	<input type="checkbox"/> Exempt from booking fee
Access key provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Copy of Liability Insurance received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Copy of Liquor Licence & Serving it Right received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Authorized by: _____	Date: _____